

# **Interagency Committee of State Employed Women (ICSEW)**

## **Committee Policies and Procedures**

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### **1.02 Business Plan Development**

Date of Original Issue: August 17,  
2004

Date Modified: None

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#### **PURPOSE**

This policy and procedure is to define the requirements and process for the annual business plan for the ICSEW.

#### **SCOPE**

This policy applies to the committee wide business plan submitted to the Governor's Office each September.

#### **POLICY**

The business year for the ICSEW is July 1 through June 30. The ICSEW will publish and submit an Annual Business Plan by the September 30<sup>th</sup> of each year. The ICSEW annual business plan shall contain at a minimum the following items:

- Brief history
- Purpose of the committee
- Makeup of the committee
- Goals of the committee and each sub committee
- Identified tasks to be completed in the current business year
- Current member roster
- Annual budget
- Copy of the bylaws

#### **PROCEDURE**

##### **Requirement**

Each subcommittee chair is responsible for developing a subcommittee business plan. The subcommittee business plan shall be agreed upon by the subcommittee, will be used to feed the consolidated ICSEW business plan, and

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can be utilized as a planning and progress guide for the committee. [Appendix A](#) is a sample subcommittee business plan. [Appendix B](#) is a sample of the consolidated business plan. The actual format of the subcommittee business plan may be altered as long as the following items are included:

1. Subcommittee name
2. Chair
3. Members
4. Overall goals
5. Specific objectives
6. Strategies or tasks
7. Timeline
8. Status
9. Person responsible for tasks
10. Estimated expenditures (includes any on-going monthly bills such as \$60 per month for the communications committee for the web site hosting)
11. \*Estimated net income calculation for revenue generating events and  
\*\*breakeven point

*\*Estimated Net Income & \*\*Break Even points calculation worksheet/example provided in [Appendix C](#).*

#### **Development Timeline**

##### July

- At the transition meeting, begin review of previous business plan and brainstorm potential changes.

##### August

- Subcommittee chairs begin finalizing their of business plans and may call a meeting of subcommittee members, if necessary.

##### September

- Time provided at the general membership meeting for the subcommittees to finalize their business plans.
- Subcommittee chairs may present a motion to call a member vote to approve estimated expenditures to be included in their business plan if an item will cost more than \$500 and is not a usual and customary expense for the ICSEW (transition meetings customarily have been more than \$500 for catering, therefore would not require a vote).
- Any member may make a motion to vote to formally approve any estimated expenditure.

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#### **Consolidated Business Plan**

1. The subcommittee chairs will complete and finalize the subcommittee business plans within five working days of the September general membership meeting and submit them to the ICSEW Chair and Treasurer.
2. The ICSEW Chair will disseminate all subcommittee business plans to the Executive Board for approval of each business plan and estimated expenditures.
3. The ICSEW chair may determine that general membership vote is required for approval of an estimated expenditure if any single expenditure is \$500 or greater and is not a usual and customary expense of the committee . The vote may be conducted by electronic mail.
4. At least seven business days prior to September 30:
  - The ICSEW Treasurer will use the subcommittee business plans to develop the consolidated committee budget following the guidelines provided in [1.07 Budget Development & Tracking](#).
  - The Membership Chair will provide a current member list to the Chair for inclusion in the Business Plan.
  - The Secretary will provide a copy of the current bylaws for the committee for inclusion in the Business Plan.
7. The ICSEW Chair will prepare a draft consolidated Business Plan for Executive Board review and approval at least five business days prior to September 30. The ICSEW Chair may delegate this task to another board member.
8. The ICSEW Board will have at least three-business days to review the final draft of the Annual Business Plan and provide feedback to the ICSEW Chair by close of business two days prior to September 30.
9. The ICSEW Chair will submit one hard copy of the business plan with a cover letter addressed to the Governor with a copy to the committee's liaison at the Governor's Office by September 30.
10. By October 5:
  - The ICSEW Chair will ensure a copy is distributed to ICSEW members through electronic mail distribution.
  - The Communications Chair will ensure a copy is readily available and referenced from the ICSEW Web Page.

#### **RELEVANT LAW AND OTHER RESOURCES**

[1.07 Budget Development and Tracking](#)

Board Approved: July 7, 2004